

Invasive Species Early Detection Monitoring Protocol for Klamath Network Parks

Standard Operating Procedure (SOP) #13: Post Field Season

Version 1.00 (February 2010)

Revision History Log:

Previous Version	Revision Date	Author	Changes Made	Reason for Change	New Version

This SOP explains procedures that will be completed after the field season, which include handling equipment, data forms, communication with NPS personnel, and reporting. Field crew members will assist the Crew Lead in completing post season field tasks.

Inventory, Clean, and Store Field Equipment

1. All equipment should be checked in following the Klamath Network property guidelines maintained by the Program Assistant. Electronic equipment (GPS units, rangefinders, laptop computers, etc.) should be checked in with the Data Manager.
2. Record broken or missing equipment on the Network's equipment inventory sheet. Label the equipment with sufficient information so that someone else will understand the specific problem.
3. Report missing or faulty equipment and/or equipment needing repairs to the Crew Lead so that equipment can be repaired or replaced before the following field season. It is the Crew Lead's responsibility to account for all equipment and have it repaired or replaced at the end of the field season.
4. All equipment should be cleaned, in working order, and stored in the proper storage location. Equipment should be prepared for winter storage, which will include removing batteries, emptying fluids, and winterizing trailers when applicable.

Vehicles

Vehicles should be full of fuel and the inside and outside thoroughly cleaned. Mileage reports and vehicle maintenance forms should be submitted to the Program Assistant. Any damage, needed repairs, or required maintenance should be reported at the time the vehicle is checked into the Network. Before signing off on the vehicle, one of the core Network staff should inspect the vehicle.

Interviews

Prior to ending the field technician's seasonal employment, the Crew Lead (or Project Lead if the Crew Lead is not available) should meet with the seasonal employees to discuss the field season. The following should be discussed:

- Determine how the field season went overall.
- Review what was accomplished and what did not get completed.
- Discuss options to improve upon any aspect of the protocol.
- Determine whether the field crew has any concerns that should be addressed prior to the next field season.
- Discuss field equipment (e.g., repairs needed, software updates, additional equipment, etc.).
- Review the training schedule and see if there are any areas for improvement or if there is additional training the field crew desires.

This information should be summarized and included in the briefing report. In addition to the field crews, the Crew Lead should contact the Park Contact to accomplish the following:

- Discuss the field season and determine if the park staff had any concerns or areas for improvement.
- Ensure all park keys have been returned.
- If park housing was used, make certain it was left in proper order.
- Examine ways to improve Project Lead, Crew Lead, Park Contact, and Field Crew relationships (e.g., improved communication, periodic meeting, etc.).

It is the Project Lead's responsibility to follow the check-out procedures developed by Redwood National Park when ending the employment of seasonal employees. At the end of the field season, 2 weeks prior to the end of the seasonal employee's employment, the Crew Lead should inform the Project Lead about an end date for each employee. The Project Lead should then work with Redwood National Park staff to complete the final paperwork.

Raw Data and Deliverables

There are a variety of deliverables associated with this project that should be stored in their proper location by the end of the field season. See SOP #8: Data Transfer, Storage, and Archive for a list of deliverables, when they should be stored, and who is responsible completing this task.